



*City of Seat Pleasant*  
**Neighborhood & Commercial Compliance**  
6011 Addison Rd, Seat Pleasant, MD 20743  
P:301.499.8700 F: 301.456-8681 [www.seatpleasantmd.gov](http://www.seatpleasantmd.gov)

## Foreclosed and Vacant Property Registration Form

**PRINT OR TYPE COMPLETE ALL SECTIONS OF FORM**

City Code Chapter 148 requires that written notice be given to the City within five (5) calendar days of an order to docket, or a complaint to foreclose, mortgage or deed of trust is filed on residential property located within the City limits. Please complete the following form and remit to the address listed above. **Vacant building plan must be submitted with application.**

Address of Residential, Commercial property, or Lot: \_\_\_\_\_

Property Tax Account Number: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Telephone Number: (\_\_\_\_)\_\_\_\_\_ Email:\_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **Person to Maintain Property**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Application checklist**

All applicable the items **MUST** be provided at time of application submission. **Failure to include proper documentation will result in a delay of your registration and possible fines.** Certain remodels or construction will require a building permit which is a separate application and fee

- ☐ Vacant Property registration fee: ☐ Lot-\$75, ☐ Single Family-\$300, ☐ Commercial-\$600
- ☐ Vacant Property Plan
- ☐ Prince George's County Building Permit (if building or conducting certain remodels of property)
- ☐ City of Seat Pleasant Building Permit (if building or conducting certain remodels of property)

***Pursuant to the City of Seat Pleasant City Code Chapter 148, the person authorized to make sale of the above referenced property hereby provides notice of the filing of an order to Docket or Complaint to Foreclose.***

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

***Please Note: Failure to provide the notice required will constitute a municipal Infraction and is subject to penalties set forth in Chapter 148 of the Seat Pleasant City Code. Further, failure to maintain the property in accordance with all local laws, codes and Ordinances will result in the fines established by the applicable law, code or Ordinance. Each calendar day that a violation continues shall be fined to the limit established by said article.***